

DEPARTMENT OF THE NAVY
TRAINING DEPARTMENT
HUMAN RESOURCES SERVICE CENTER, PACIFIC
94-810 MOLOALO STREET
WAIPAHU, HAWAII 96797
www.donhr.navy.mil/hrsc/pacific/code30/index.html

12410
Ser 30/001
15 October 2003

EMPLOYEE DEVELOPMENT BULLETIN NO. 04-01

To: All Commands Serviced

Subj: TRAINING OPPORTUNITIES

- Encl: (1) Training Opportunities Cover Page
(2) HRSC PACIFIC – Principles of Scaffolding (CIN: A-493-0091)
(3) HRSC PACIFIC – Optimizing Remedy Selection and The Site Closeout Process
(CIN: A-4A-0089)
(4) HRSC PACIFIC – The Supervisor's Role in Human Resources Management
(5) HRSC PACIFIC - Emergency Planning and Community Right-To-Know (EPCRA),
and Toxic Release Inventory (TRI) Reporting (CIN: A-4A-0082)
(6) HRSC PACIFIC - Fall Arrest Systems (Formerly Fall Protection Systems)
(CIN: A-493-0084)
(7) HRSC PACIFIC – Environmental Background Analysis - Statistical
(8) HJTB - CON 236, Contractual Aspects of Value Engineering
(9) HJTB – CON 202, Intermediate Contracting
(10) HJTB – Introduction to Federal Budgeting
(11) HJTB - Buying Green: A Multifunctional Approach to Pollution Prevention
(12) HJTB – CPR/FIRST AID
(13) HJTB – Temporary Duty Travel: DOD JTR, Vol II
(14) HJTB – Introduction to Supervision
(15) HJTB – Temporary Duty Travel: JFTR-Vol I; Uniformed Services
(16) HJTB – Pre-Retirement Planning-3 Day Seminar
(17) HJTB - CON 232, Overhead Management of Defense Contracts
(18) HJTB – Mid-Career Retirement Planning
(19) HJTB – Responsible Empowerment
(20) HJTB - Measuring What Matters

1. Enclosures (1) through (20) provide information on training opportunities. To enroll employees in these courses, consult the particular course announcement for the procedures to follow. These course announcements are also on our web site, <http://www.donhr.navy.mil/hrsc/pacific/code30/index.html>

2. At present, the Government Commercial Purchase Card can only be used to pay for training from **commercial** vendors. Until further notice, Government vendors must still be paid through other, established procedures; e.g., DD Form 1556.

3. Additional information concerning these courses and the use of the Government Commercial Purchase Card may be obtained by contacting either the Registrar or your Employee Development Officer at HRSC PACIFIC, telephone 671-1643.

/s/
JON ISLE
Training Director

**HUMAN RESOURCES SERVICE CENTER
PACIFIC
TRAINING OPPORTUNITIES**

NOMINATIONS

In most cases, nomination is effected by submitting a copy of the approved and properly executed DD Form 1556 or SF 182 so as to reach the designated Registrar (shown on the front of this announcement) by the close of business on the nomination closing date. In some cases, nomination will be by memorandum. Consult the particular course announcement to determine the correct nomination procedure.

The number of training spaces is limited. Selection preference will be given to nominees who most fully meet the eligibility criteria. If a sufficient number of eligible nominees exceed the available spaces, consideration will be given to scheduling additional sessions.

Full-time attendance is mandatory. Nominees selected for attendance will be in a training status for the duration of the training and are to be released from all duty assignments for the entire training period. Individuals who cannot be released from their work assignments should not be nominated.

Every practical effort is made to ensure accessibility of our training programs to the disabled. Nominating officials should contact the Registrar well in advance to discuss any special arrangements, which may be necessary.

NOTIFICATION OF SELECTION/ NONSELECTION

The Registrar/Vendor will notify the nominee's organization of selection or nonselection by e-mail, mail or phone. Each command is responsible for notifying nominee(s) of their selection or nonselection.

PAYMENT OF TRAINING EXPENSES

Receipt of approved and properly executed DD Form 1556/SF 182 by the Registrar represents the nominating activity's obligation to pay all approved training costs for its nominee(s) selected for training.

DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** Credit card issues may be discussed with the vendor. *Depending on vendor policy, the credit card may be charged after the nomination deadline date but prior to the course completion date.* Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor.

CANCELLATIONS WITHOUT FULL CHARGE TO THE NOMINATING ORGANIZATION WILL BE ACCEPTED ONLY UP TO THE NOMINATION CLOSING DATE.

CANCELLATIONS/SUBSTITUTIONS

The Registrar is to be notified as soon as possible of any selectee who will not attend and/or the nominating organization's intent to nominate a substitute. Substitutions must be approved by the Course Manager prior to the convening date. DD Form 1556s for substitutions may be submitted for review up to the convening date.

REGISTRATION

Selectees should report to the training site early on the first day of the course to sign in and complete the registration process. Persons reporting who were not selected will not be admitted to the class.

FOLLOW LOCAL INSTRUCTIONS FOR PROCESSING DD FORM 1556

15 October 2003

COURSE TITLE: PRINCIPLES OF SCAFFOLDING (CIN: A-493-0091)

DATE/TIME: 6 – 9 January 2004 / 0730-1600

NOMINATION DEADLINE: 5 December 2003

COST: None

FOR FURTHER INFORMATION: NAVOSHENVTRACEN NORVA, Registrar
Telephone: (757) 445-8778 or DSN 565-8778

DESCRIPTION: The purpose of this course is to provide full-time safety professional, Resident Officer-in-Charge of Construction (ROICC), construction inspectors and similar personnel responsible for employees using scaffolds at shore activities with the following knowledge. Participants will receive updated knowledge of the scaffolding principles, weather conditions, aerial lifts, erecting and dismantling, hazard identification, fall protection systems and relevant standards and regulations. Students will also receive practical hands-on activities in the set-up of scaffolding systems. ***Special requirements: Students are encouraged to bring a clean set of dungarees or coveralls (civilian: clothes suitable for a field exercise) work gloves, safety glasses and steel toed shoes are suggested.***

ELIGIBILITY: Civilians must be in the GS-018, -019, -803 classification series, ROICC, construction inspector or full-time military safety officers. Must be responsible for the safety of personnel performing work operations on, under, in close proximity, erecting and dismantling scaffolds. Military or civilian collateral duty safety personnel are eligible but must be Officers, or full-time military safety personnel. Military or civilian collateral duty personnel are eligible but must be designated in writing as the activity OSH manager/safety officers. Collateral-duty personnel must have at least 12 months from course date remaining in their job assignments.

TRAINING SITE: Naval Submarine Training Center, Pacific, Building 39, Room 204, Ford Island, Pearl Harbor, HI (Insert in DD Form 1556, Block 19c)

VENDOR: Naval Occupational Safety and Health and Environmental Training Center, Norfolk, VA (Insert in DD Form 1556, Blocks 19 a & b)

REGISTRATION/NOMINATION: You may register on line at www.norva.navy.mil/navosh. A DD Form 1556 is required to authorize and record completion of training of DON civilians.

Note: **Applicants will be notified of selection/non-selection prior to course date. Do not assume your request has been accepted; call NAVOSHENTRACEN Registrar to verify status.**

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 58200-845, UIC 91732)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: OPTIMIZING REMEDY SELECTION AND THE SITE CLOSEOUT
PROCESS (CIN: A-4A-0089)

DATE/TIME: 13 – 14 January 2004 / 0800-1630

NOMINATION DEADLINE: 12 December 2003

COST: None

FOR FURTHER INFORMATION: CECOS Registrar: Coral Norton
Telephone: DSN 551-2895; CML (805) 982-2895
Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643, Ext. 201

DESCRIPTION: This class will provide attendees with the necessary tools and information to make remedy selection decisions and achieve site closeout. The attendees will learn the components of the Record of Decision, Remedial Action Operation (RAO)/Long Term management (LTMgt) optimization strategies, and site closeout requirements. Factors such as contaminant and media impacts, trans-mechanism, applicable technologies and lifecycle design considerations will be emphasized.

ELIGIBILITY: Installation Restoration Program RMP's, BRAC Environmental Coordinators, UST EIC's and Navy personnel responsible for Navy Hazardous Waste sites.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Naval School, Civil Engineer Corps Officers, Port Hueneme, CA (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: Quota requests must be sent to the CECOS Registrar via mail, FAX, E-mail or Internet using the attached quota request form. DD Form 1556 is required to authorize and record completion of training of DON civilians and must be brought to the first day of class. Mailing address for the CECOS Registrar is:

Commanding Officer
Attn: 911/912
NAVSCOLCECOFF
3502 Goodspeed Street, Suite 1
Port Hueneme CA 93043-4336

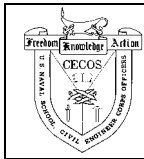
E-Mail address: cecosreg@cecos.navy.mil
FAX Number: DSN 551-2918 or CML (805) 982-2918
WEB address: www.cnet.navy.mil/cecos/cecos.htm

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; call CECOS Registrar to verify status.

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 35910-703, UIC 0760A)

SEE COVER PAGE FOR MORE INFORMATION



Naval School, Civil Engineer Corps Officers
3502 Goodspeed Street, suite #1
Port Hueneme, CA 93043-4336

Register for CECOS classes online via the CECOS website:

<https://www.cecosp.navy.mil>

If unable to register via internet, fax all of following information to CECOS Registrar at FAX: DSN 551-2918, COMMERCIAL (805) 982-2918

FAX QUOTA REQUEST FORM

The following information must be submitted for each applicant:

Course Name/Offering Number: _____

Offering convening date: _____

Course Name/Offering Number: _____

Offering convening date: _____

The following information must be completed:

Priority, if more than one individual from this activity is requesting a quota: _____

Full name: _____ SSN: _____
(Last) (First) (MI)

Military Rank/Rate and Line/Staff Designator: _____

Civilian_Series and Grade: _____

Billet or Job Position (long title of command billet): _____

DSN Phone: _____ Commercial: _____

DSN FAX: _____ Comm. FAX: _____

Email Address: _____

Activity name, Activity UIC, office code, and address in full as prescribed by postal regulations:

Activity UIC: _____ **Citizenship:** _____

For problems related to registration, please call the CECOS Registrar at DSN: 551-2895, or commercial (805) 982-2895.

Do not assume that you are properly enrolled in any class until you receive a confirmation packet including logistical information. Confirmation packets are sent to students who have been accepted into classes approximately 4 to 5 weeks prior to class convening date.

PRIVACY ACT STATEMENT

Under the authority of Title 5 of the U. S. Code, information on this form is requested in order to document registration and accumulate course attendance and other statistical information. The information provided by you will become a permanent part of training records maintained at Naval School, Civil Engineer Corps Officers (CECOS). The information will be used only as necessary in training administration processes carried out in accordance with established regulations. You are not required to provide the information; however, failure to do so could result in improper recording of your completion of this course in the navy integrated training resources and administration system (NITRAS).

15 October 2003

COURSE TITLE: THE SUPERVISOR'S ROLE IN HUMAN RESOURCES MANAGEMENT

DATE/TIME: 13 – 16 January 2004 / 0730-1530

NOMINATION DEADLINE: 12 December 2003

COST: \$330 (Insert in DD Form 1556, Block 25a) or (\$280 ***If credit card information is received before 12 January 2004***)

FOR FURTHER INFORMATION: HRSC PACIFIC Training Department
Telephone: (808) 671-1643, FAX (808) 677-1206
Registrar: Charlene Murata, Ext. 209
Coordinator: Steven Vana

DESCRIPTION: This course meets the Department of the Navy requirement for training newly selected supervisors of civilians in the human resources management aspects of the supervisor's job. Areas covered include Staffing, Classification, Position Management, Employee Development, Worker's Compensation, Performance Management, EEO, HIV/AIDS, Civilian Employee Assistance Program and Labor Relations.

This course addresses the Navy Civilian Leadership Development competency of Human Resources Management.

ELIGIBILITY: In completing the DD Form 1556, ensure that Block 20, Item g, "Allocation Status" block, identifies the nominees' Status as follows: (1) Supervisors with an identified performance deficiency; (2) Civilians appointed within last 12 months to supervisory positions in the competitive service serving probationary periods; (3) New military supervisors of civilian personnel; (4) Experienced supervisors (civilian and military) with a need to update knowledge of personnel management; and (5) Individuals who occupy positions with some supervisory duties but less than those required to meet the definition of "supervisor."

Note: *Position must meet the criteria for a supervisor under the Supervisory Guide.*

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu HI (Insert in DD Form 1556 Block 19c)

VENDOR: Reeves-Martin & Associates, Huntsville, AL (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: HRSC PACIFIC REGISTRAR, Training Department, Code 30, 94-810 Moloalo Street, Second Floor, Waipahu HI 96797 (A copy of the approved and properly executed DD Form 1556 must reach the REGISTRAR by nomination deadline).

Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address. (Insert in DD Form 1556, Block 18)

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. **To complete the registration process, the cardholder must complete the attached form and is responsible to mail or FAX the form to the vendor no later than 12 January 2004.** Mailing address and FAX number are provided on the form. Failure to provide this information to the vendor on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your Command to incur a service charge for late registration. Credit card issues may be discussed with the vendor at (256) 883-8985. Credit card charges will be made "after" the completion of class.

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 21000-018R, UIC 4BK18)

SEE COVER PAGE FOR MORE INFORMATION

**REEVES - MARTIN
& ASSOCIATES**
Human Resource Consultants

Consulting Service
Training Design
Training Delivery

P.O. Box 14043
Huntsville, AL 35815
Phone (256) 883-8985
Fax (256) 880-3197

**HUMAN RESOURCES SERVICE CENTER-PACIFIC
TRAINING REGISTRATION**

"THE SUPERVISOR'S ROLE IN HUMAN RESOURCES MANAGEMENT"
13 – 16 JANUARY 2004
COST: \$330 Per participant*

To complete the registration process you must provide the following information to the Vendor not later than the day prior to the scheduled beginning of the class: Monday, January 12, 2004

1. Participant(s) name(s):

_____	_____
_____	_____
_____	_____

2. PAYMENT INFORMATION: *(Credit card information to pay the training course fees)*

CREDIT CARD NUMBER:	_____
EXPIRATION DATE:	_____
NAME OF CREDIT CARD HOLDER:	_____
CARDHOLDER'S PHONE & FAX#:	_____

The information on this form must be submitted to the Vendor (Reeves-Martin & Associates) in sufficient time to be received by the Vendor the day prior to the beginning of the training session. Your failure to provide this information on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your agency to incur a service charge for late registration.

***THE PREFERRED METHOD OF PROVIDING THIS INFORMATION TO THE
VENDOR IS BY FAXING THIS COMPLETED FORM TO: # (256) 880-3197***
This is a secure fax number available 7 days a week and 24 hours per day.

The above information may also be mailed to the vendor at this address:

Reeves-Martin & Associates, Inc.
P.O. Box 14043
Huntsville, AL 35815

This information must be submitted to the Vendor in writing by one of the above methods.

****NOTE: The course price will be discounted to \$280.00 per participant for those agencies which provide complete credit card information to the vendor no later than 12 January 2004.***

15 October 2003

COURSE TITLE: EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW (EPCRA),
AND TOXIC RELEASE INVENTORY (TRI) REPORTING (CIN: A-4A-0082)

DATE/TIME: 20 - 22 January 2004 / 0800-1630

NOMINATION DEADLINE: 19 December 2003

COST: None

FOR FURTHER INFORMATION: CECOS Registrar, Coral Norton
Telephone: DSN 551-2895; CML (805) 982-2895
Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643 ext. 201

DESCRIPTION: This three-day course emphasizes emergency planning, emergency release notification, MSDS reporting requirements, Tier I and II reporting requirements, toxic chemical release reporting and information required for EPCRA compliance. The course topics include:

Introduction EPCRA and Executive Order 12856	Toxic Chemical Release Reporting
Emergency Planning	Data Needs for EPCRA Compliance
Emergency Release Notification	Form R Reporting
Hazardous Chemical MSFS/Inventory Reporting	Munitions Reporting

ELIGIBILITY: This course is intended for military/civilian personnel working in an area that has EPCRA compliance tracking or TRI reporting responsibilities.

TRAINING SITE: To be determined (Pearl Harbor area) (Insert in DD Form 1556, Block 19c)

VENDOR: Naval School, Civil Engineer Corps Officers, Port Hueneme, CA
(Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: Quota requests must be sent to the CECOS Registrar via mail, FAX, E-Mail or Internet using the attached quota request form. DD Form 1556 is required to authorize and record completion of training of DON civilians and must be brought to the first day of class. Mailing address for the CECOS Registrar is:

Commanding Officer
Attn: 911/912
NAVSCOLCECOFF
3502 Goodspeed Street, Suite 1
Port Hueneme CA 93043-4336

E-Mail address: cecosreg@cecos.navy.mil
FAX Number: DSN 551-2918 or CML (805) 982-2918
WEB address: www.cnet.navy.mil/cecos/cecos.htm

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; call CECOS Registrar to verify status.

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 35910-463, UIC 0760A)

SEE COVER PAGE FOR MORE INFORMATION



**Naval School, Civil Engineer Corps Officers
3502 Goodspeed Street, suite #1
Port Hueneme, CA 93043-4336**

Register for CECOS classes online via the CECOS website:

<https://www.cecoc.navy.mil>

If unable to register via internet, fax all of following information to CECOS Registrar at FAX: DSN 551-2918, COMMERCIAL (805) 982-2918

FAX QUOTA REQUEST FORM

The following information must be submitted for each applicant:

Course Name/Offering Number: _____

Offering convening date: _____

Course Name/Offering Number: _____

Offering convening date: _____

The following information must be completed:

Priority, if more than one individual from this activity is requesting a quota: _____

Full name: _____ SSN: _____
(Last) (First) (MI)

Military Rank/Rate and Line/Staff Designator: _____

Civilian_Series and Grade: _____

Billet or Job Position (long title of command billet): _____

DSN Phone: _____ Commercial: _____

DSN FAX: _____ Comm. FAX: _____

Email Address: _____

Activity name, Activity UIC, office code, and address in full as prescribed by postal regulations:

Activity UIC: _____ **Citizenship:** _____

For problems related to registration, please call the CECOS Registrar at DSN: 551-2895, or commercial (805) 982-2895.

Do not assume that you are properly enrolled in any class until you receive a confirmation packet including logistical information. Confirmation packets are sent to students who have been accepted into classes approximately 4 to 5 weeks prior to class convening date.

PRIVACY ACT STATEMENT

Under the authority of Title 5 of the U. S. Code, information on this form is requested in order to document registration and accumulate course attendance and other statistical information. The information provided by you will become a permanent part of training records maintained at Naval School, Civil Engineer Corps Officers (CECOS). The information will be used only as necessary in training administration processes carried out in accordance with established regulations. You are not required to provide the information; however, failure to do so could result in improper recording of your completion of this course in the navy integrated training resources and administration system (NITRAS).

15 October 2003

COURSE TITLE: FALL ARREST SYSTEMS (FORMERLY FALL PROTECTION SYSTEMS)
(CIN: A-493-0084)

DATE/TIME: 20 - 23 January 2004 / (0800-1630) 20-22 January
(0800-1230) 23 January

NOMINATION DEADLINE: 19 December 2003

COST: None

FOR FURTHER INFORMATION: NAVOSHENVTRACEN NORVA, Registrar
Telephone: (757) 445-8778 or DSN 565-8778

DESCRIPTION: The purpose of this course is to provide full-time safety professionals, Resident Officers-in-Charge of Construction (ROICC), construction inspectors and similar personnel at shore activities with current and updated knowledge of relevant standards and regulations, hazard identification, and fall protection principles and systems. Students will also participate in fall arrest system activities using applicable scenarios. This course fulfills the training requirements delineated in 29 CFR 1926 Subpart M. This course will qualify the student to be designated by their activity as a "competent person".

Special requirements: Students must bring a clean set of dungarees or coveralls (civilians: clothes suitable for a field exercise), work gloves, safety glasses and steel toed shoes are suggested.

ELIGIBILITY: Must be in GS-018, 019, 803 classification series, ROICC, construction inspectors, or full-time Naval military personnel (limit two per command). Must be responsible for the safety of personnel performing work operations with significant fall protection hazards (e.g., construction operations, elevated platforms and scaffolds). Military or civilian collateral duty safety personnel are eligible but must be designated in writing as the activity OSH manager or safety officer. All personnel must have 12 months from course date remaining in the job assignment.

TRAINING SITE: Naval Submarine Training Center, Pacific, Building 39, Room 204, Ford Island, Pearl Harbor, HI (Insert in DD Form 1556, Block 19c)

VENDOR: Naval Occupational Safety and Health and Environmental Training Center, Norfolk, VA (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: You may register on line at www.norva.navy.mil/navosh. DD Form 1556 is required to authorize and record completion of training of DON civilians and must be brought to the first day of class.

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; call NAVOSHENTRACEN Registrar to verify status.

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 58200-912, UIC 91732)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: ENVIRONMENTAL BACKGROUND ANALYSIS (CIN: A-4A-0092)

DATE/TIME: 21 - 22 January 2004 / 0800-1630

NOMINATION DEADLINE: 22 December 2003

COST: None

FOR FURTHER INFORMATION: CECOS Registrar: Coral Norton
Telephone: DSN 551-2895; CML (805) 982-2895

Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643, Ext. 201

DESCRIPTION: Background analysis is aimed at technically differentiating between site-related released and background conditions. Such analyses can enhance the efficiency of response actions by focusing risk assessments and remediation on site-related releases. This course is intended to familiarize the attendees with environmental background and analytical procedures, issues, and challenges. This course follows the Navy Interim Final Policy on the Use of Background Chemical Levels. Content includes basic definitions and methodologies associated with background analyses, regulatory requirements, negotiation issues, and case studies.

ELIGIBILITY: Installation Restoration Program RMPs, BRAC Environmental Coordinators, UST EIC's and Navy personnel responsible for Navy Hazardous Waste sites.

TRAINING SITE: Human Resources Service Center, Pacific, Training center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Naval School, Civil Engineer Corps Officers, Port Hueneme, CA
(Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: Quota requests must be sent to the CECOS Registrar via mail, FAX, E-Mail or Internet using the attached quota request form. DD Form 1556 is required to authorize and record completion of training of DON civilians and must be brought to the first day of class. Mailing address for the CECOS Registrar is:

Commanding Officer
Attn: 911/912
NAVSCOLCECOFF
3502 Goodspeed Street, Suite 1
Port Hueneme CA 93043-4336

E-Mail address: cecosreg@cecos.navy.mil
FAX Number: DSN 551-2918 or CML (805) 982-2918
WEB address: www.cnet.navy.mil/cecos/cecos.htm

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; call CECOS Registrar to verify status.

SPONSOR: Human Resources Service Center, Pacific

(HRSC PACIFIC USE ONLY: SAID 35910-708, UIC 0760A)

SEE COVER PAGE FOR MORE INFORMATION



Naval School, Civil Engineer Corps Officers
3502 Goodspeed Street, suite #1
Port Hueneme, CA 93043-4336

Register for CECOS classes online via the CECOS website:

<https://www.cecoss.navy.mil>

If unable to register via internet, fax all of following information to CECOS Registrar at FAX: DSN 551-2918, COMMERCIAL (805) 982-2918

FAX QUOTA REQUEST FORM

The following information must be submitted for each applicant:

Course Name/Offering Number: _____

Offering convening date: _____

Course Name/Offering Number: _____

Offering convening date: _____

The following information must be completed:

Priority, if more than one individual from this activity is requesting a quota: _____

Full name: _____ SSN: _____
(Last) (First) (MI)

Military Rank/Rate and Line/Staff Designator: _____

Civilian_Series and Grade: _____

Billet or Job Position (long title of command billet): _____

DSN Phone: _____ Commercial: _____

DSN FAX: _____ Comm. FAX: _____

Email Address: _____

Activity name, Activity UIC, office code, and address in full as prescribed by postal regulations:

Activity UIC: _____ **Citizenship:** _____

For problems related to registration, please call the CECOS Registrar at DSN: 551-2895, or commercial (805) 982-2895.

Do not assume that you are properly enrolled in any class until you receive a confirmation packet including logistical information. Confirmation packets are sent to students who have been accepted into classes approximately 4 to 5 weeks prior to class convening date.

PRIVACY ACT STATEMENT

Under the authority of Title 5 of the U. S. Code, information on this form is requested in order to document registration and accumulate course attendance and other statistical information. The information provided by you will become a permanent part of training records maintained at Naval School, Civil Engineer Corps Officers (CECOS). The information will be used only as necessary in training administration processes carried out in accordance with established regulations. You are not required to provide the information; however, failure to do so could result in improper recording of your completion of this course in the navy integrated training resources and administration system (NITRAS).

15 October 2003

COURSE TITLE: CON 236, CONTRACTUAL ASPECTS OF VALUE ENGINEERING

DATE/TIME: 5 - 9 January 2004 / 0800-1630

NOMINATION DEADLINE: 5 December 2003

COST: None

FOR FURTHER INFORMATION: DAU Registrar

Telephone: DSN 655-2149; CML (703) 805-2149

FAX: (703) 805-3709/3983

E-mail Address: jackie.mills@dau.mil

Host Site POC: Susan Nishimura, HRSC PACIFIC

Telephone: (808) 671-1643 Ext. 201

DESCRIPTION: This course provides an intensive review of the techniques and objectives of the DOD Value Engineering (VE) program. Students are exposed to basic VE concepts and definitions and the relationship of VE to other incentives contained in the contract and subcontracts. Students who successfully complete this course will be able to:

- apply the appropriate VE clause by differentiating among the types of VE programs;
- validate, by assessment, VE Change Proposals (VECPs)
- calculate savings resulting from accepted VECPs; and
- modify the contract after formal processing and acceptance of the VECP.

SPECIAL NOTE: Priority will be given to Navy employees. Quotas for non-Navy personnel will be available no earlier than 45 days prior to class start date, on a space available basis.

COURSE PREREQUISITE: None.

ELIGIBILITY: This assignment-specific course is for contracting, program management and functional personnel who may be involved in VE applications or who support major weapons systems and can be expected to encounter specific VE activity. Although the course is targeted for contracting personnel, individuals not assigned to contracting are encouraged to attend.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Defense Acquisition University (Insert in DD Form 1556, Blocks 19a)

REGISTRATION/NOMINATION: Quota requests must be requested through the students' Service Defense Acquisition Career Manager (DACM). For assistance in registering, please contact your local training representative. Navy students must register through the "Register-Now" program at www.register-now.cms.navy.mil.

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; contact DAU registrar to verify status.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: 40PAR-001, UIC 4BE50)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: CON 202, INTERMEDIATE CONTRACTING

DATE/TIME: 5 – 23 January 2004 / 0800-1630

NOMINATION DEADLINE: 5 December 2003

COST: None

FOR FURTHER INFORMATION: DAU Registrar, Jackie Mills
Telephone: DSN 655-2149; CML (703) 805-2149
FAX: (703) 805-3709/3983
E-mail Address: jackie.mills@dau.mil
Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643, Ext. 201

DESCRIPTION: Intermediate-level contracting personnel examine contracting, focusing on complex, noncommercial acquisitions. Through an integrated case study, students are challenged to accept their roles as business advisors and to apply ethical principles and sound judgement to resolve contracting issues. Students who successfully complete this course will be able to:

- Plan procurement (including acquisition planning with a formal source selection plan pursuant to the analysis of market research and requirements document and consideration of recurring requirements, Government property, competition, contract type and contract financing);
- Create a contract (including preparation of a Request for Proposal, evaluation of factors, competitive range determination, discussions and processing of a request for final proposal revisions), prepare an award decision, conduct debriefings and take steps to mitigate and/or resolve protests; and
- Administer a contract (including administration planning, conducting a post-award orientation, contract surveillance and quality assurance, financial management, terminations and disputes resolution).

SPECIAL NOTE: There will be an integrated product team read-ahead assignment.

PREREQUISITE: CON 104B

ELIGIBILITY: This course is for intermediate-level contracting personnel with Level I contracting certification and 2 years of contracting experience. It is recommended that personnel have 2 ½ years of contracting experience after completing CON 101. *Priority will be given to Navy employees. Quotas for non-Navy personnel will be available no earlier than 45 days prior to class start date, on a space available basis.*

TRAINING SITE: To Be Determined (TBD) (Insert in DD Form 1556, Block 19c)

VENDOR: Defense Acquisition University (Insert in DD Form 1556, Block 19a)

REGISTRATION/NOMINATION: Quota requests must be requested through the students' Service Defense Acquisition Career Manager (DACM). For assistance in registering, please contact your local training representative. Navy students must register through the "Register-Now" program at www.register-now.cms.navy.mil.

Note: *Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; contact DAU registrar to verify status.*

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: 40PGE-000, UIC 4BE50)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: INTRODUCTION TO FEDERAL BUDGETING

DATE/TIME: 6 – 8 January 2004 / 0800-1600

NOMINATION DEADLINE: 5 December 2003

COST: \$325

FOR FURTHER INFORMATION: Registrar, Dappen Consulting
Telephone: (318) 645-6500, FAX (318) 645-4002
E-mail Address: Eddappen@cp-tel.net

DESCRIPTION: This course provides participants with an overall understanding of the principles and procedures involved in the Federal budget process. It covers budget terms, roles, accounting concepts, and provides case experience in object class identification, full-time equivalents (FTE), program review and analysis, writing budget justifications, and mid-year reviews. Emphasis is placed on the practical knowledge needed in field offices and introduces the necessary background to attend subsequent advanced courses required of personnel working in the financial management function. Topics covered include:

- Understanding the Federal budget process
- Using budgeting terminology and techniques
- Identifying basic and pertinent factors in developing a budget
- Preparing budget projections

This course addresses the Navy Civilian Leadership Development (CLD) competencies of: Problem Solving, Process Oversight Management, and Risk Management.

ELIGIBILITY: Budget and financial staff, managers, administrative personnel, or anyone responsible for fund control and preparing operating budgets.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Dappen Consulting, 464 Woodland Drive, Zwolle, LA 71486-4911 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556, with the Training Registration Form, must reach the Dappen Consulting REGISTRAR by the nomination deadline. **Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address in item #2 of the attached form. Credit card information from the cardholder must also be reflected in item #3 of the form.** Questions may be addressed directly to the REGISTRAR.

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. **To complete the registration process, the Training Registration Form must reach the vendor no later than 5 December 2003.** Mailing address and FAX number are provided on the form. Failure to provide this information to the vendor on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your Command to incur a service charge for late registration. Credit card issues may be discussed with the vendor.. **Credit card charges will be made "after" the completion of class.**

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 42400-088 UIC: M5270)

SEE COVER PAGE FOR MORE INFORMATION

DAPPEN CONSULTING
464 Woodland Drive
Zwolle, LA 71486-4911

TRAINING REGISTRATION FOR:
"INTRODUCTION TO FEDERAL BUDGETING"
6 – 8 January 2004
Cost: \$325.00

To complete the registration process you must provide the following information to the Vendor:

1. Participant(s) name(s):

_____	_____
_____	_____
_____	_____

2. Confirmation letter will be sent to:

Point of Contact's Name: _____
Telephone Number: _____
E-mail Address: _____

3. PAYMENT INFORMATION: *(Credit card information to pay the training course fees)*

CREDIT CARD NUMBER: _____
EXPIRATION DATE: _____
NAME OF CREDIT CARD HOLDER: _____
CARDHOLDER'S PHONE & FAX#: _____

The information on this form must be submitted to Dappen Consulting. Your failure to provide this information on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your agency to incur a service charge for late registration.

***THE PREFERRED METHOD OF PROVIDING THIS INFORMATION TO THE
VENDOR IS BY FAXING THIS COMPLETED FORM TO: (318) 645-4002
This is a secure fax number available 7 days a week and 24 hours per day.***

The above information may also be mailed to the vendor at:

DAPPEN CONSULTING
464 Woodland Drive
Zwolle, LA 71486-4911

This information must be submitted to the Vendor in writing with form DD 1556 by one of the above methods.

15 October 2003

COURSE TITLE: BUYING GREEN: A MULTIFUNCTIONAL APPROACH TO POLLUTION PREVENTION

DATE/TIME: 13 - 14 January 2004 / 0800-1630

NOMINATION DEADLINE: 12 December 2003

COST: None

FOR FURTHER INFORMATION: CECOS Registrar, Coral Norton
Telephone: DSN 551-2895; CML (805) 982-2895

Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643 Ext. 201

DESCRIPTION: This course provides overall pollution prevention awareness of the Federal pollution prevention initiatives and how they relate within the acquisition community. It emphasizes recycling and other methodologies for conserving natural resources.

PREREQUISITES: None

ELIGIBILITY: This workshop is designed for DOD and Federal employees in the buying community. This includes employees responsible for purchasing or writing specifications to purchase items that can be made with recovered materials, hazardous or toxic materials, ozone depleting substances, energy-efficient components, or items that use alternative fuels.

TRAINING SITE: To be determined (Pearl Harbor area) (Insert in DD Form 1556, Block 19c)

VENDOR: Naval School, Civil Engineer Corps Officers, Port Hueneme, CA
(Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: Quota requests must be sent to the CECOS Registrar via mail, FAX, E-Mail or Internet using the attached quota request form. DD Form 1556 is required to authorize and record completion of training of DON civilians and must be brought to the first day of class. Mailing address for the CECOS Registrar is:

Commanding Officer
Attn: 911/912
NAVSCOLCECOFF
3502 Goodspeed Street, Suite 1
Port Hueneme CA 93043-4336

E-Mail address: cecosreg@cecos.navy.mil
FAX Number: DSN 551-2918 or CML (805) 982-2918
WEB address: www.cnet.navy.mil/cecos/cecos.htm

Note: Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; call CECOS Registrar to verify status.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 57000-075, UIC 0760A)

SEE COVER PAGE FOR MORE INFORMATION



**Naval School, Civil Engineer Corps Officers
3502 Goodspeed Street, suite #1
Port Hueneme, CA 93043-4336**

Register for CECOS classes online via the CECOS website:

<https://www.cecoss.navy.mil>

If unable to register via internet, fax all of following information to CECOS Registrar at FAX: DSN 551-2918, COMMERCIAL (805) 982-2918

FAX QUOTA REQUEST FORM

The following information must be submitted for each applicant:

Course Name/Offering Number: _____

Offering convening date: _____

Course Name/Offering Number: _____

Offering convening date: _____

The following information must be completed:

Priority, if more than one individual from this activity is requesting a quota: _____

Full name: _____ SSN: _____
(Last) (First) (MI)

Military Rank/Rate and Line/Staff Designator: _____

Civilian_Series and Grade: _____

Billet or Job Position (long title of command billet): _____

DSN Phone: _____ Commercial: _____

DSN FAX: _____ Comm. FAX: _____

Email Address: _____

Activity name, Activity UIC, office code, and address in full as prescribed by postal regulations:

Activity UIC: _____ **Citizenship:** _____

For problems related to registration, please call the CECOS Registrar at DSN: 551-2895, or commercial (805) 982-2895.

Do not assume that you are properly enrolled in any class until you receive a confirmation packet including logistical information. Confirmation packets are sent to students who have been accepted into classes approximately 4 to 5 weeks prior to class convening date.

PRIVACY ACT STATEMENT

Under the authority of Title 5 of the U. S. Code, information on this form is requested in order to document registration and accumulate course attendance and other statistical information. The information provided by you will become a permanent part of training records maintained at Naval School, Civil Engineer Corps Officers (CECOS). The information will be used only as necessary in training administration processes carried out in accordance with established regulations. You are not required to provide the information; however, failure to do so could result in improper recording of your completion of this course in the navy integrated training resources and administration system (NITRAS).

15 October 2003

COURSE TITLE: CPR / FIRST AID

DATE/TIME: 13, 14, or 15 January 2004 (**3 Sessions Available – SELECT ONE ONLY**)
CPR/FIRST AID (0800-1500); **CPR ONLY** (0800-1200); **FIRST AID ONLY** (1300-1500)

NOMINATION DEADLINE: 12 December 2003

COST: \$25 for both **CPR and FIRST AID**
\$20 for **CPR ONLY or FIRST AID ONLY**

FOR FURTHER INFORMATION: HRSC PACIFIC, Training Department
Telephone: (808) 671-1643, FAX (808) 677-1206
Registrar: Bernice Montayre, Ext 208
Coordinator: Val Nomura

DESCRIPTION: CPR – To train individuals in the workplace to overcome any reluctance to act in emergency situations, and to recognize and care for life-threatening emergencies such as respirator or cardiac problems, how to care for an adult who is choking, and how to reduce the risk of heart attack.

FIRST AID – The student will be given information on how to respond to emergency situations, sudden illness and injury, know when to intervene, and how to control bleeding. Additional information will be given in other areas as well as how to use your community's Emergency Medical Services (EMS) System effectively.

ELIGIBILITY: Personnel whose job requires them to be trained in CPR and or FIRST AID.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI (Insert in DD Form 1556, Block 19c)

VENDOR: American Red Cross (Insert in DD Form 1556, Blocks 19a)

REGISTRATION/NOMINATION: HRSC PACIFIC REGISTRAR, Training Department, Code 30, 94-810 Moloalo Street, Second Floor, Waipahu HI 96797 (A copy of the approved and properly executed DD Form 1556 must reach the Registrar by nomination deadline.) **Confirmation letters will be sent by e-mail. Please provide Training Point of Contact's name, phone number and e-mail address.** (Insert in DD Form 1556, Block 18)

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** Depending on vendor policy, the credit card may be charged after the nomination deadline but prior to the course completion date. Credit card issues may be discussed with the vendor at (808) 734-2101. The cardholder should ask for the Accounting Office and mention that the credit card payment is for the class at the Training Department. Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: CPR/FIRST AID SAID 36710-075R, UIC M4005)
CPR ONLY SAID 36710-079R
FIRST AID ONLY SAID 36710-013R

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: TEMPORARY DUTY TRAVEL: DOD JTR VOL II

DATE/TIME: 20 – 21 January 2004 / 0800 - 1600

NOMINATION DEADLINE: 19 December 2003

COST: \$375 Per person (based on 20 attendees)
Cost to be pro-rated based on number of attendees.

FOR FURTHER INFORMATION: Registrar, GSA Travel Training Branch
Telephone: (703) 605-5113, FAX (703) 605-4820
E-mail Address: travel.training@gsa.gov

DESCRIPTION: This course teaches students how to understand temporary duty travel allowances and responsibilities in accordance with the Joint Travel Regulations – Vol. 2 for civilian employees with the Department of Defense. Topics covered are: Travel authorizations, Contract airfares, Contract travel office (CTO), Travel charge card program, Rental cars, Per Diem allowances, Supervisory oversight of travel authorizations/vouchers, Fire safe accommodations, and Prompt payment of vouchers within 30 days. Fast changing updates and streamlining of travel regulations make annual or even twice yearly training strongly advisable.

ELIGIBILITY: This course is intended for travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: GSA Travel Training Branch, 1235 Jefferson Davis Highway, Crystal Gateway One, Suite 509, Arlington, VA 22202 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556 must reach the GSA Travel Training Branch REGISTRAR (at above vendor address) by nomination deadline. Questions may be addressed directly to the REGISTRAR. ***Confirmation letters will be sent by FAX. Please provide Point of Contact's name, phone number and FAX number and also student's FAX number. (Insert in DD Form 1556, Block 18.)***

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder. Depending on vendor policy, the credit card may be charged after the nomination deadline but prior to the course completion date.*** Credit card issues may be discussed with the vendor. Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor. ***If paying by government purchase credit card, please fill out the attached form and fax to 703-605-4820.*** The form can be accessed via the web address, www.gsa.gov/traveltraining. All DD Form 1556s and purchase credit forms must be faxed to the Registrar. When faxing DD Form 1556s, submit two copies.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 45300-055, UIC 95654)

SEE COVER PAGE FOR MORE INFORMATION

PLEASE PRINT CLEARLY

Student's Name

Telephone/Fax

_____-_____-_____-_____

E-mail Address

Organization's Name / Address

City _____ State _____ Zip _____

Cardholder's Name

Telephone / Fax

_____-_____-_____-_____

Credit Card Number

Expiration Date

OFFICE USE ONLY

Date: _____

Authorization: _____

Reference: _____

TMC #: _____

Made by: _____

GSA Travel Training Cancellation Policy:
*Substitutions are permitted anytime up to the start of the course. A written cancellation must be received more than two weeks in advance in order to obtain a full refund on your tuition payment. **For cancellations less than two weeks, a cancellation fee of \$150 will be charged.***

*GSA Travel Training Branch reserves the right to cancel any sessions with insufficient enrollment. **We suggest that you do not make nonrefundable airline reservations unless you have received a confirmation letter.***

Mail or fax to:

Registrar
General Services Administration
Travel Training Branch
1235 Jefferson Davis Highway
Crystal Gateway One, Suite 509
Arlington, VA 22202
(703) 605-5113
(703) 605-4820 Fax

travel.training@gsa.gov

Visit our web site at:

www.gsa.gov/traveltraining

DESCRIPTION			Price	Total Amount
Course Code	Location	Dates		
			Total	

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

15 October 2003

COURSE TITLE: INTRODUCTION TO SUPERVISION

DATE/TIME: 20 – 23 January 2004 / 0730-1530

NOMINATION DEADLINE: 19 December 2003

COST: \$330 (Insert in DD Form 1556, Block 25a) ***or (\$280 if credit card information is received by 19 January 2004)***

FOR FURTHER INFORMATION: HRSC PACIFIC Training Department
Telephone: (808) 671-1643, FAX (808) 677-1206
Registrar: Bernice Montayre, Ext 208
Coordinator: Steven Vana

DESCRIPTION: This course meets minimum Navy requirements for providing new, first-level supervisors with basic supervisory competencies in communicating and managing effectively. Topics include planning and organizing work, solving problems and making decisions, enhancing employee performance and improving communication skills.

This course addresses the following Navy Civilian Leadership Development competencies: problem solving, interpersonal/team skills, self-direction, Navy core values, customer orientation, situational leadership, and coaching/counseling.

ELIGIBILITY: In completing the DD Form 1556, ensure that Block 20, Item g, "Allocation Status" block, identifies the nominee's status as follows:

- #1 Supervisors with an identified performance deficiency.
- #2 Civilians appointed within the last 12 months to a supervisory position in the competitive service serving a probationary period.
- #3 New military supervisors of civilian personnel.
- #4 Experienced supervisors (civilian and military) with a need to update knowledge of supervisory skills.
- #5 Individuals who occupy positions with some supervisory duties but less than those required to meet the definition of "supervisor."

NOTE: *Position must meet the criteria of supervisor under the Supervisory Guide.*

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu HI (Insert in DD Form 1556, Block 19c)

VENDOR: Reeves-Martin & Associates, Huntsville, AL (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: HRSC PACIFIC REGISTRAR, Training Department, Code 30, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (A copy of the approved and properly executed DD Form 1556 must reach the Registrar by nomination deadline).

Confirmation letters will be sent by e-mail. Please provide Training Point of Contact's name, phone number and e-mail address. (Insert in DD Form 1556, Block 18)

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. **To complete the registration process, the cardholder must complete the attached form and is responsible to mail or FAX the form to the vendor no later than 19 January 2004.** Mailing address and FAX number are provided on the form. Failure to provide this information to the vendor on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your Command to incur a service charge for late registration. Credit card issues may be discussed with the vendor at (256) 883-8985. Credit card charges will be made "after" the completion of class.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 21000-031R, UIC 4BK18)

SEE COVER PAGE FOR MORE INFORMATION

**REEVES - MARTIN
& ASSOCIATES**
Human Resource Consultants

Consulting Service
Training Design
Training Delivery

P.O. Box 14043
Huntsville, AL 35815
Phone (256) 883-8985
Fax (256) 880-3197

**HUMAN RESOURCES SERVICE CENTER-PACIFIC
TRAINING REGISTRATION**

"INTRODUCTION TO SUPERVISION"
20-23 January 2004
Cost: \$330 Per participant*

To complete the registration process you must provide the following information to the Vendor not later than the day prior to the scheduled beginning of the class: Monday, January 19, 2004.

1. Participant(s) name(s):

_____	_____
_____	_____
_____	_____

2. PAYMENT INFORMATION: *(Credit card information to pay the training course fees)*

CREDIT CARD NUMBER:	_____
EXPIRATION DATE:	_____
NAME OF CREDIT CARD HOLDER:	_____
CARDHOLDER'S PHONE & FAX#:	_____

The information on this form must be submitted to the Vendor (Reeves-Martin & Associates) in sufficient time to be received by the Vendor the day prior to the beginning of the training session. Your failure to provide this information on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your agency to incur a service charge for late registration.

***THE PREFERRED METHOD OF PROVIDING THIS INFORMATION TO THE
VENDOR IS BY FAXING THIS COMPLETED FORM TO: # (256) 880-3197***
This is a secure fax number available 7 days a week and 24 hours per day.

The above information may also be mailed to the vendor at this address:

Reeves-Martin & Associates, Inc.
P.O. Box 14043
Huntsville, AL 35815

This information must be submitted to the Vendor in writing by one of the above methods.

***NOTE:** The course price will be discounted to \$280 per participant for those agencies which provide complete credit card information to the vendor no later than 19 January 2004.

15 October 2003

COURSE TITLE: TEMPORARY DUTY TRAVEL: JFTR VOL I: UNIFORMED SERVICES

DATE/TIME: 22 – 23 January 2004 / 0800 - 1600

NOMINATION DEADLINE: 19 December 2003

COST: \$375 Per person (based on 20 attendees)
Cost to be pro-rated based on number of attendees.

FOR FURTHER INFORMATION: Registrar, GSA Travel Training Branch
Telephone: (703) 605-5113, FAX (703) 605-4820
E-mail Address: travel.training@gsa.gov

DESCRIPTION: This course teaches students to understand temporary duty travel allowances and responsibilities for those who are uniformed members of the Department of Defense. Topics covered are: Travel authorizations, Contract airfares, Contract Travel Office (CTO), Travel charge card program, Rental cars, Per Diem allowances, Supervisory oversight of travel authorizations/vouchers, Fire safe accommodations, and Prompt payment of vouchers within 30 days. Fast changing updates and streamlining of travel allowances make annual or even twice-yearly training strongly advisable.

ELIGIBILITY: This course is intended for travel specialists, frequent travelers, and affected authorizing/supervising/policy officials.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: GSA Travel Training Branch, 1235 Jefferson Davis Highway, Crystal Gateway One, Suite 509, Arlington, VA 22202 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556 must reach the GSA Travel Training Branch REGISTRAR (at above vendor address) by nomination deadline. Questions may be addressed directly to the REGISTRAR. ***Confirmation letters will be sent by FAX. Please provide Point of Contact's name, phone number and FAX number and also student's FAX number. (Insert in DD Form 1556, Block 18.)***

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** Depending on vendor policy, the credit card may be charged after the nomination deadline but prior to the course completion date. Credit card issues may be discussed with the vendor. Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor. ***If paying by government purchase credit card, please fill out the attached form and fax to 703-605-4820.*** The form can be accessed via the web address, www.gsa.gov/traveltraining. All DD Form 1556s and purchase credit forms must be faxed to the Registrar. When faxing DD Form 1556s, submit two copies.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 45300-054, UIC 95654)

SEE COVER PAGE FOR MORE INFORMATION

PLEASE PRINT CLEARLY

Student's Name

Telephone/Fax

_____-_____-_____-_____

E-mail Address

Organization's Name / Address

City _____ State _____ Zip _____

Cardholder's Name

Telephone / Fax

_____-_____-_____-_____

Credit Card Number

Expiration Date

OFFICE USE ONLY

Date: _____

Authorization: _____

Reference: _____

TMC #: _____

Made by: _____

GSA Travel Training Cancellation Policy:
*Substitutions are permitted anytime up to the start of the course. A written cancellation must be received more than two weeks in advance in order to obtain a full refund on your tuition payment. **For cancellations less than two weeks, a cancellation fee of \$150 will be charged.***

*GSA Travel Training Branch reserves the right to cancel any sessions with insufficient enrollment. **We suggest that you do not make nonrefundable airline reservations unless you have received a confirmation letter.***

Mail or fax to:

Registrar
General Services Administration
Travel Training Branch
1235 Jefferson Davis Highway
Crystal Gateway One, Suite 509
Arlington, VA 22202
(703) 605-5113
(703) 605-4820 Fax

travel.training@gsa.gov

Visit our web site at:

www.gsa.gov/traveltraining

DESCRIPTION			Price	Total Amount
Course Code	Location	Dates		
			Total	

Cardholder acknowledges receipt of goods and/or services in the amount the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

15 October 2003

COURSE TITLE: PRE-RETIREMENT PLANNING - 3 DAY SEMINAR

DATE/TIME: 26 – 28 January 2004 / 0800-1600

NOMINATION DEADLINE: 26 September 2003

COST: \$380 Per Person

(Cost covers attendance by employee only from HJT member organizations)

FOR FURTHER INFORMATION: Registrar, Pacific Training Center, USDA Graduate School
Telephone: (808) 523-1650, FAX (808) 523-7634

DESCRIPTION: Don't wait until your last day on the job before planning your retirement. This program is for Federal employees within ten years of retirement eligibility. Topics covered include:

- Explanation of the CSRS and FERS Retirement System
- Computing Basic Retirement Income
- Developing a Financial Plan with Long-term Benefits
- Knowing When TSP Withdrawals are Permitted
- Descriptions of the Key Elements of the Social Security System
- Summary of the Various Taxes and Legal Issues That Affect Your Benefits
- Arranging for Personal Health and Psychological Concerns
- Obtaining Health Benefits, Life Insurance, Social Security, and Medicare
- Planning Financial, Tax, Legal and Estate Issues
- Using Time for Leisure, Volunteer Work
- Choosing a Place to Live

ELIGIBILITY: Federal employees covered under FERS or CSRS who are at or near to retirement eligibility.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu HI 96797(Insert in DD Form 1556, Block 19c)

VENDOR: Graduate School, USDA, Pioneer Plaza, 900 Fort St. Mall, Suite 1540, Honolulu, HI 96813-3721 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556 must reach the Graduate School REGISTRAR by nomination deadline. Questions may be addressed directly to the Graduate School REGISTRAR.

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** Depending on vendor policy, the credit card may be charged after the nomination deadline date but prior to the course completion date. Credit card issues may be discussed with the vendor. Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 87000-010, UIC 95656)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: CON 232, OVERHEAD MANAGEMENT OF DEFENSE CONTRACTS

DATE/TIME: 26 January - 6 February 2004 / 0800-1630

NOMINATION DEADLINE: 29 December 2003

COST: None

FOR FURTHER INFORMATION: DAU Registrar, Jackie Mills
Telephone: DSN 655-2149; CML (703) 805-2149
FAX: (703) 805-3709/3983
E-mail Address: Jackie.mills@dau.mil

Host Site POC: Susan Nishimura, HRSC PACIFIC
Telephone: (808) 671-1643, Ext. 201

DESCRIPTION: This course provides an understanding of industry overhead costs and their impact on seller pricing/business strategies under various acquisition environments with differing contract types. Attendees will understand the development and application of overhead rates used in contract formation, administration and close out. The course integrating case provides hands-on application of the overhead-rate process where students determine their own final overhead rate. Students who successfully complete this course will be able to: (1) develop, evaluate and apply indirect rates; (2) assess program impacts with the changing business base; (3) interpret Defense Contract Audit Agency (DCAA) audit reports and evaluate recommendations; and (4) make final decisions on cost issues.

COURSE PREREQUISITE: *CON 104, Fundamentals of Contract Pricing*

RECOMMENDED: It is strongly recommended that all applicants have at least one year of contracting experience after level I certification before attending this course.

ELIGIBILITY: This assignment-specific course is appropriate for contracting officers, buyers, price analysts, auditors and contract administration personnel who are assigned to projects in which overhead situations are present or who are involved in either contract formation or administration. *Priority will be given to Navy employees.* Quotas for non-Navy personnel will be available no earlier than 45 days prior to class start date, on a space available basis.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Defense Acquisition University (Insert in DD Form 1556, Block 19a)

REGISTRATION/NOMINATION: Quota requests must be requested through the students' Service Defense Acquisition Career Manager (DACM). For assistance in registering, please contact your local training representative. Navy students must register through the "Register-Now" program at www.register-now.cms.navy.mil.

Note: *Applicants will be notified of their selection/non-selection. Do not assume in the absence of notification that your request has been accepted; contact DAU registrar to verify status.*

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 40BKA-001, UIC 4BE50)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: MID-CAREER RETIREMENT PLANNING

DATE/TIME: 29 – 30 January 2004 / 0800-1600

NOMINATION DEADLINE: 29 December 2003

COST: \$260 Per Person

(Cost covers attendance by employee only from HJTJ member organizations)

FOR FURTHER INFORMATION: Registrar, Pacific Training Center
USDA Graduate School
Telephone: (808) 523-1650, FAX (808) 523-7634

DESCRIPTION: This is the course all retirees wish they had taken earlier in their careers. Early planning becomes even more an important factor as organizations undergo change and employees must weigh factors and options for their future. Topics covered include:

- Achieving Your Retirement, Financial and Career Goals
- Determining Retirement Benefits Under CSRS and FERS
- Making Sound Investment and Savings Decisions
- Estimating Your Social Security Benefits
- Developing Realistic Career Plans
- Planning to Meet Long-range Objectives
- Making Meaningful Choices Regarding Your Federal Benefits
- Planning for Estates and Wills

ELIGIBILITY: Federal employees covered under FERS or CSRS with at least five years Federal service who are 10 to 20 years from retirement.

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: Graduate School, USDA, Pioneer Plaza, 900 Fort St. Mall, Suite 1540, Honolulu, HI 96813-3721 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556 must reach the Graduate School REGISTRAR (at the above vendor address) by nomination deadline. Questions may be addressed directly to the Graduate School REGISTRAR.

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. The cardholder is responsible for providing the necessary credit card information to the vendor. DOD activities are to include in Block 27 of the DD Form 1556 the statement ***"Payment by government purchase card," the cardholder's name, card number, expiration date, and phone number of the cardholder.*** Depending on vendor policy, the credit card may be charged after the nomination deadline date but prior to the course completion date. Credit card issues may be discussed with the vendor. Each non-DOD organization/agency will be billed separately upon completion of training and payment will be made directly to the vendor.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 87000-012, UIC 95656)

SEE COVER PAGE FOR MORE INFORMATION

15 October 2003

COURSE TITLE: Responsible Empowerment

DATE/TIME: 17 – 18 February 2004 / 0800-1600

NOMINATION DEADLINE: 16 January 2004

COST: \$230 (Insert in DD Form 1556, Block 25a) or (\$200 ***If the credit card information is received before 16 January 2004***)

FOR FURTHER INFORMATION: American Training Alliance (Roger Kirkham)
Telephone: (801) 521-9267, FAX (801) 278-7685
E-mail Address: Rogerkirkham@qwest.net

DESCRIPTION: Participants receive the following skills:

- How to overcome what inhibits our ability to influence others
- How to minimize physical and emotional stress from change
- How to use your natural strengths and overcome natural weaknesses to influence others more effectively
- How to influence attitudes
- How to significantly improve communication and unity between boss and subordinates
- How to significantly improve control over future results
- How to overcome the problems of traditional management
- How to avoid the three common problems of empowerment
- How to help others without owning their problems
- How to listen to understand and speak to be understood
- How to resolve conflict using positive confrontation
- How to persuade, establish urgency and make deals that can't be refused

ELIGIBILITY: None

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: American Training Alliance, P.O. Box 9482, Salt Lake City, UT 84109 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556, with the Training Registration form, must reach the American Training Alliance REGISTRAR by nomination deadline. **Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address in item #2 of the attached form. Credit card information from the cardholder must also be reflected in item #3 of the form.** Questions may be addressed directly to Roger Kirkham.

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. **To complete the registration process, the Training Registration Form must reach the vendor no later than 16 January 2004.** Mailing address and FAX number are provided on the form. Failure to provide this information to the vendor on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your Command to incur a service charge for late registration. Credit card issues may be discussed with Roger Kirkham. Credit card charges will be made "after" the completion of class.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 49QQZ-013, UIC 4B565)

SEE COVER PAGE FOR MORE INFORMATION

AMERICAN TRAINING ALLIANCE

P.O. Box 9482
Salt Lake City, UT 84109

TRAINING REGISTRATION FOR:

"Responsible Empowerment"
17 -18 February 2004
Cost: \$230.00

NOTE: *The course price will be discounted to \$200.00 per participant for those agencies which provide complete credit card information to the vendor no later than 16 January 2004.*

To complete the registration process you must provide the following information to the Vendor:

1. Participant(s) name(s):

_____	_____
_____	_____
_____	_____

2. Confirmation letter will be sent to:

Point of Contact's Name: _____

Telephone Number: _____

E-mail Address: _____

3. PAYMENT INFORMATION: *(Credit card information to pay the training course fees)*

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME OF CREDIT CARD HOLDER: _____

CARDHOLDER'S PHONE & FAX#: _____

The information on this form must be submitted to American Training Alliance. Your failure to provide this information on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your agency to incur a service charge for late registration.

***THE PREFERRED METHOD OF PROVIDING THIS INFORMATION TO THE
VENDOR IS BY FAXING THIS COMPLETED FORM TO: (801) 278-7685
This is a secure fax number available 7 days a week and 24 hours per day.***

The above information may also be mailed to the vendor at:

AMERICAN TRAINING ALLIANCE
P.O. Box 9482
Salt Lake City, UT 84109

This information must be submitted to the Vendor in writing with form DD 1556 by one of the above methods.

15 October 2003

COURSE TITLE: MEASURING WHAT MATTERS

DATE/TIME: 19 February 2004 / 0800 - 1600

NOMINATION DEADLINE: 16 January 2004

COST: \$130 (Insert in DD Form 1556, Block 25a) or **(\$100 if the credit card information is received by 16 January 2004)**

FOR FURTHER INFORMATION: American Training Alliance (Roger Kirkham)
Telephone: (801) 521-9267, FAX (801) 278-7685
E-mail: rogerkirkham@qwest.net

DESCRIPTION: Using metrics can be a phenomenal waste of time or a transforming way of doing business. Participants receive the following skills:

- How to ensure alignment to an organization's mission and vision
- How to align metrics to what needs to be evaluated (past performance)
- How to align metrics to what needs to be controlled (future performance)
- How to establish goals and objectives in terms of outcomes
- How to evaluate outcomes in terms of quality attributes
- How to establish accountability in terms of outcomes instead of tasks or actions
- How to use verifiable measures as well as quantifiable measures
- How to use diagnostic measures
- How to avoid five pitfalls of measures being more important than outcomes
- How to ensure measures provide meaningful evaluation and control

ELIGIBILITY: None

TRAINING SITE: Human Resources Service Center, Pacific, Training Center, 94-810 Moloalo Street, Second Floor, Waipahu, HI 96797 (Insert in DD Form 1556, Block 19c)

VENDOR: American Training Alliance, P.O. Box 9482, Salt Lake City, UT 84109 (Insert in DD Form 1556, Blocks 19a & b)

REGISTRATION/NOMINATION: A copy of the approved and properly executed DD Form 1556, with the Training Registration Form, must reach the American Training Alliance REGISTRAR by nomination deadline. **Confirmation letters will be sent by e-mail. Please provide Point of Contact's name, phone number and e-mail address in item 2 of the attached form. Credit card information from the cardholder must also be reflected in item #3 of the form.** Questions may be addressed directly to Roger Kirkham.

PAYMENT METHOD: DOD activities are required to use the government purchase card to pay the vendor. ***To complete the registration process, the Training Registration Form must reach the vendor no later than 16 January 2004.*** Mailing address and FAX number are provided on the form. Failure to provide this information to the vendor on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your Command to incur a service charge for late registration. Credit card issues may be discussed with the vendor at the phone number listed above. Credit card charges will be made "after" the completion of class.

SPONSOR: Hawaii Joint Training Board

(HRSC PACIFIC USE ONLY: SAID 49QQZ-032, UIC 4B565)

SEE COVER PAGE FOR MORE INFORMATION

AMERICAN TRAINING ALLIANCE

P.O. Box 9482
Salt Lake City, UT 84109

TRAINING REGISTRATION FOR:

"Measuring What Matters"
19 February 2004
Cost: \$130

NOTE: *The course price will be discounted to \$100 per participant for those agencies which provide complete credit card information to the vendor no later than 16 January 2004.*

To complete the registration process you must provide the following information to the Vendor:

1. Participant(s) name(s):

_____	_____
_____	_____
_____	_____

2. Confirmation letter will be sent to:

Point of Contact's Name: _____

Telephone Number: _____

E-mail Address: _____

3. PAYMENT INFORMATION: *(Credit card information to pay the training course fees)*

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

NAME OF CREDIT CARD HOLDER: _____

CARDHOLDER'S PHONE & FAX#: _____

The information on this form must be submitted to American Training Alliance. Your failure to provide this information on a timely basis may prevent your nominee(s) from being admitted to the class or may cause your agency to incur a service charge for late registration.

***THE PREFERRED METHOD OF PROVIDING THIS INFORMATION TO THE
VENDOR IS BY FAXING THIS COMPLETED FORM TO: (801) 278-7685
This is a secure fax number available 7 days a week and 24 hours per day.***

The above information may also be mailed to the vendor at:

AMERICAN TRAINING ALLIANCE
P.O. Box 9482
Salt Lake City, UT 84109

This information must be submitted to the Vendor in writing with Form DD 1556 by one of the above methods.